

iPrint Installation

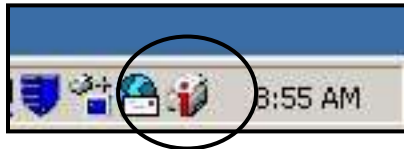
Introduction To assist with printer assignments, Novell's iPrint printer distribution program will be used by the Information System Division.

In addition, iPrint allows the ability to “print” directly to a copier.

Benefits There are several benefits in using this program:

- If the network is not available, the user will still be able to print documents.
- The program allows a more stable and efficient distribution of printers.
- The program allows a user to install and use a printer within KDOA, New England Building, simply by clicking an icon on a floor map.
- The program also allows a user to print directly to a copier. All setting for the copier are available when printing to it.

iPrint icon The iPrint icon appears in the system tray.







Installing a Printer or Copier with iPrint

Introduction

One of the benefits of this Distribution system is the user can select a printer or copier from a floor map and the equipment will install. The user can then take advantage of any higher speed or color printer or copier within the New England Building in Topeka.

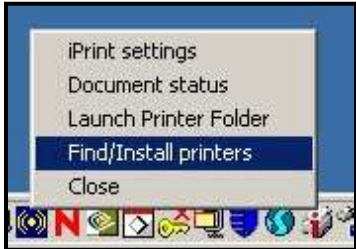
Map Icons

There are printer icons used on the floor maps which indicate the type of printer. Also, if you allow your mouse to hover over the icon it will display the printer name.

Icon	Description
	Black and White Printer
	Color Printer
	Copier (there is one black and white copier and one color copy machine with hole punch feature per floor)
	Plotter (please contact Help Desk before use)

How to

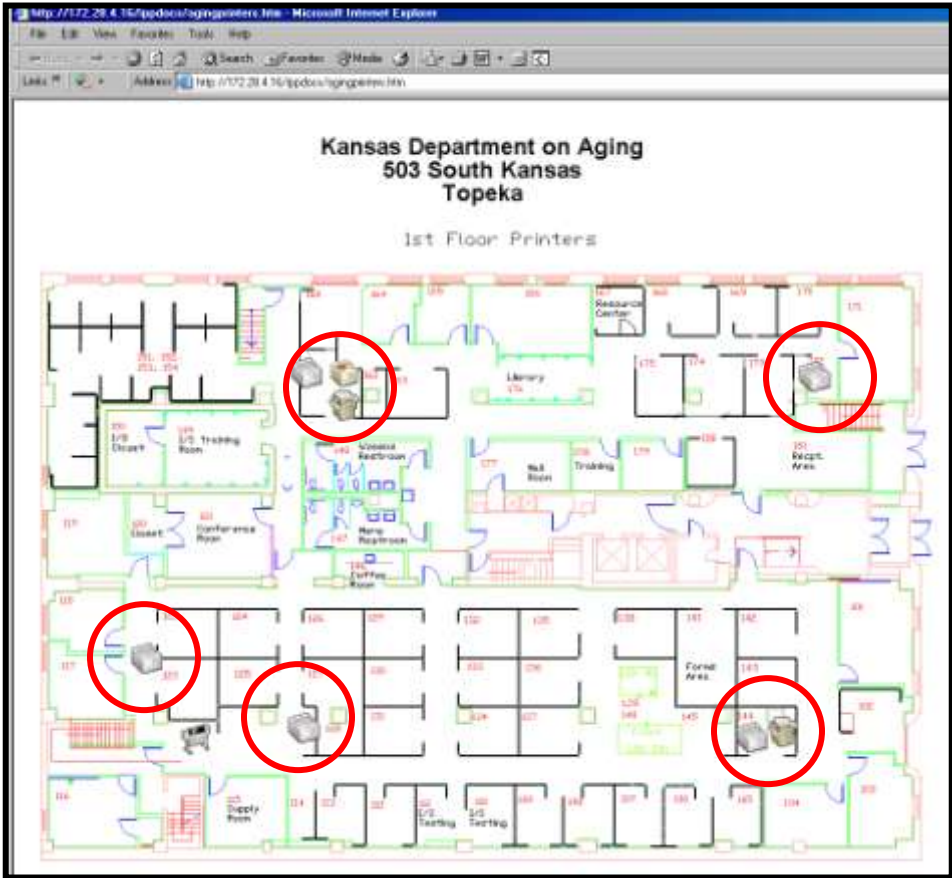
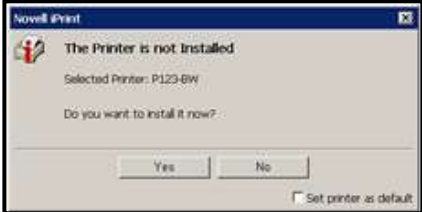
The following table explains the steps on how to add a new printer.

Step	Action	Result
1.	Right mouse click on the iPrint icon in the system tray.	
2.	Select Find/Install printers	The New England Building Floor map will be displayed. Note that all floors are on one web page.

Continued on next page

Installing a Printer or Copier with iPrint, Continued

How to (continued)

Step	Action	Result
		
3.	Find the printer or copier that needs to be installed.	
4.	Click on the printer or copier icon .	<p>Installation confirmation notice will be displayed.</p> 
5.	Click on Yes	Installation will begin.

Continued on next page

Installing a Printer or Copier with iPrint, Continued

How to (continued)

Step	Action	Result
6.	Successful installation notice will be displayed when complete.	
7.	Click on OK .	The printer or copier will be available in the printer listing.

Note: If the printer or copier is already installed a notice will be displayed.



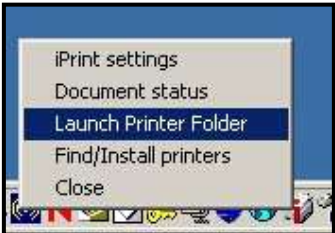
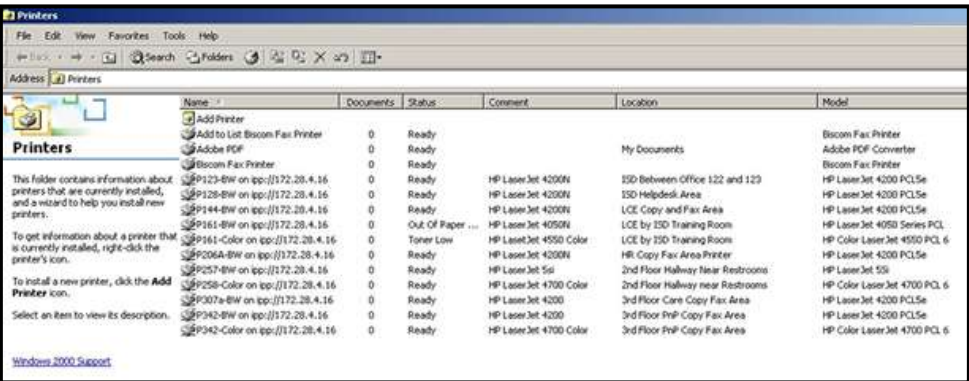
Additional Printer Settings

Introduction

After adding a new printer, the default printer setting may need changed.

Set Default Printer


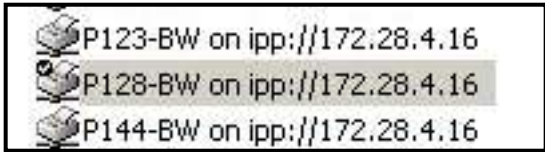
The following table explains the steps to set your default printer, if needed.

Step	Action	Result
1.	Right mouse click on the iPrint icon in the system tray	
2.	Select Launch Printer Folder	<p>Printer Folder will be displayed.</p> <p>Note that a column of printer “Location” has been added.</p> 

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Additional Printer Settings, Continued

Set Default Printer (continued)

Step	Action	Result
3.	Right mouse click on the printer that you wish to print to on a normal basis.	
4.	Select Set as Default Printer	Default icon will be displayed next to the printer listing.
		

Copier Access Code Settings

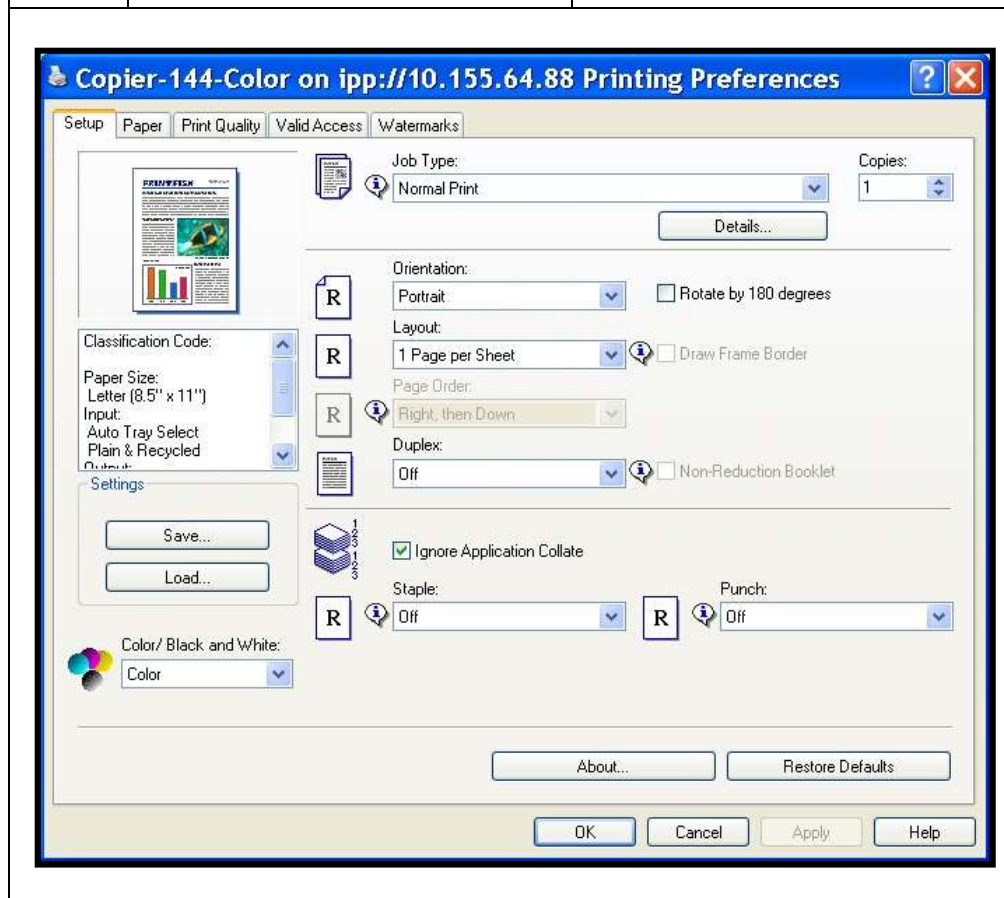
Introduction

There is a requirement that the copier code be used when printing to a copier. The code is entered on the Valid Access tab under the Printing Preferences option.

Entering the copier code

The following table explains the steps to enter the copier access code.

Step	Action	Result
1.	Click Start select Printers and Faxes .	
2.	Right mouse click on the Copier , select Printing Preferences .	Similar to the printers, the number after the word “Copier” refers to the room number where the copier is physically located.

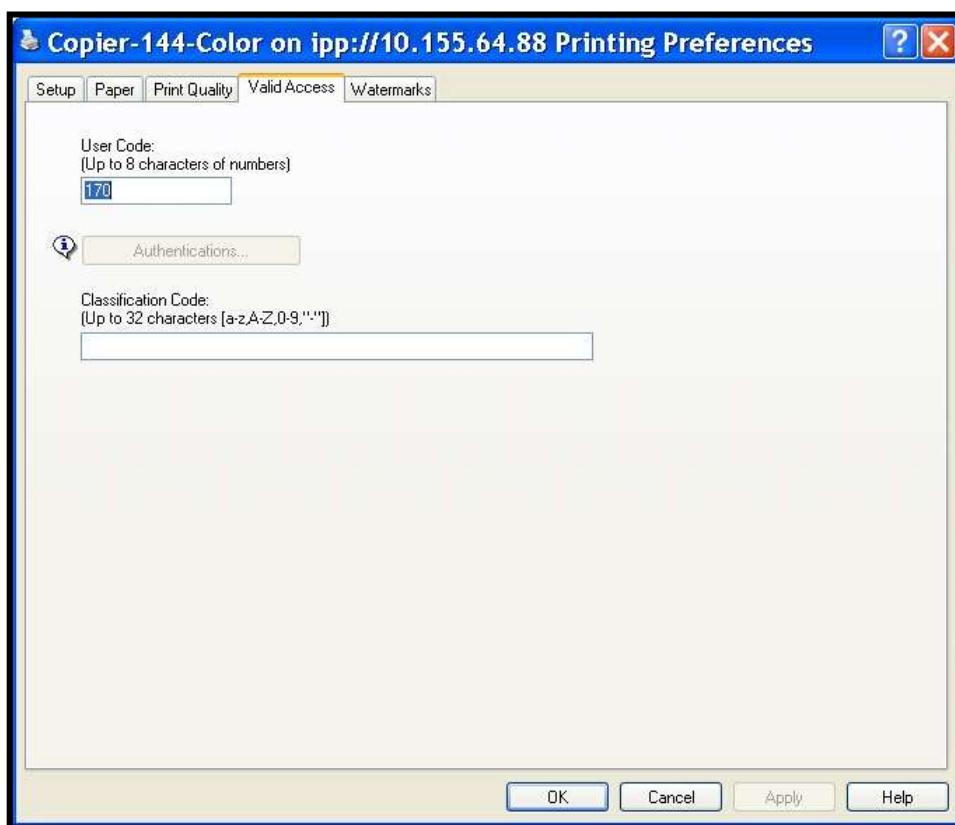


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Copier Access Code Settings, Continued

How to Entering the copier code (continued)

Step	Action	Result
3.	Click on the Properties button to start selecting the copier settings.	Copier properties dialog box will be displayed.
4.	Click on the Valid Access tab .	Access Code properties will be displayed.



5.	<p>Valid Access tab – enter you valid assigned access code.</p> <p>The Access Code assignments are physically listed at each copier.</p>	<p>This is the area in which you will place the appropriate billing code for the copier job.</p>
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Printing to a Copier

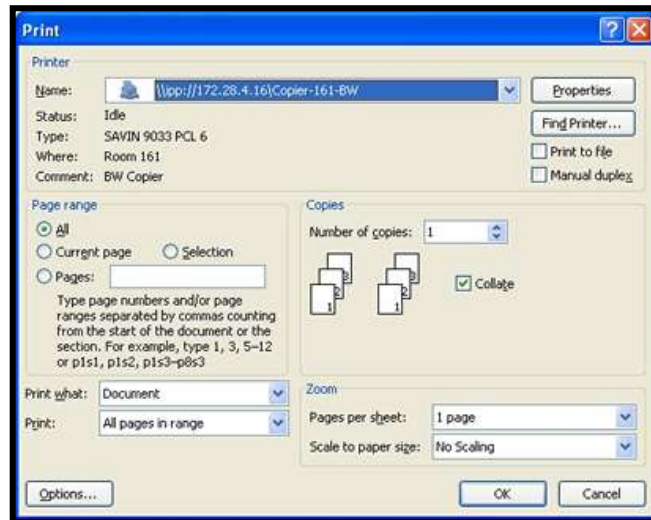
Introduction

The copier settings or options you can select when physically standing at the copier are available electronically.

How to

The following table explains the steps on how to use the available copier settings/options. Depending upon the options available at the copier the following screen prints may vary.


Step	Action	Result
6.	Select the copier as you would select a printer. File – Print.	Similar to the printers, the number after the word “Copier” refers to the room number where the copier is physically located.



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Printing to a Copier, Continued

How toHow to (continued)

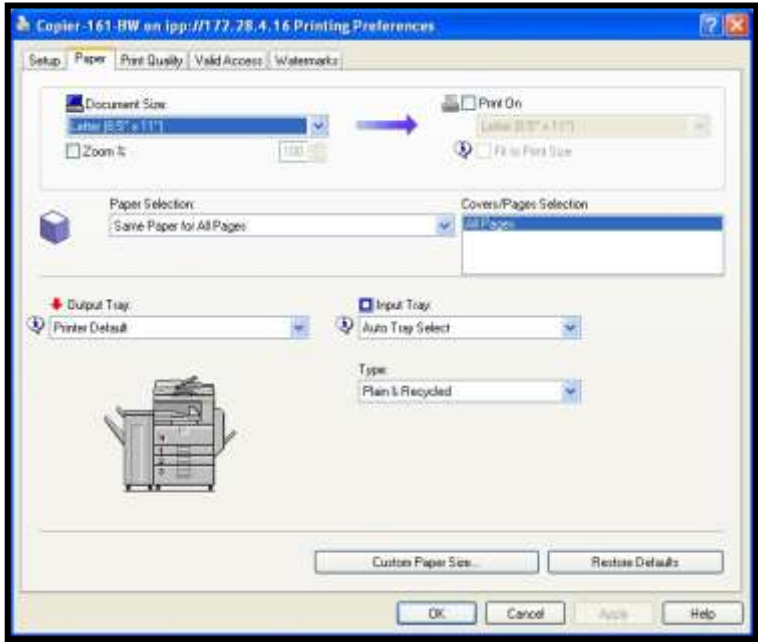
Step	Action	Result
7.	Click on the Properties button to start selecting the copier settings.	Copier properties dialog box will be displayed.
		
8.	The Setup tab – Select the options as appropriate.	Options to be set: <ul style="list-style-type: none">• Paper Size• Number of Copies• Collate• Orientation• Duplex• Layout• Staple• Punch

NOTE: Do NOT put your User ID or Copier Code on this tab. The copier code is placed on the Valid Access tab.

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Printing to a Copier, Continued

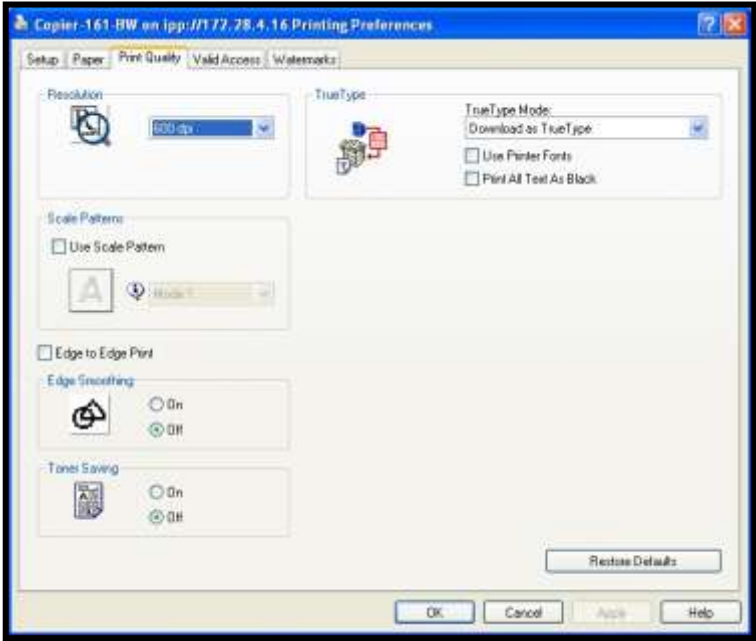
How toHow to (continued)

Step	Action	Result
		
9.	The Paper tab –Select the options as appropriate.	Options to be set: <ul style="list-style-type: none">• Paper Selection• Document size• Type of Paper and Tray

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Printing to a Copier, Continued

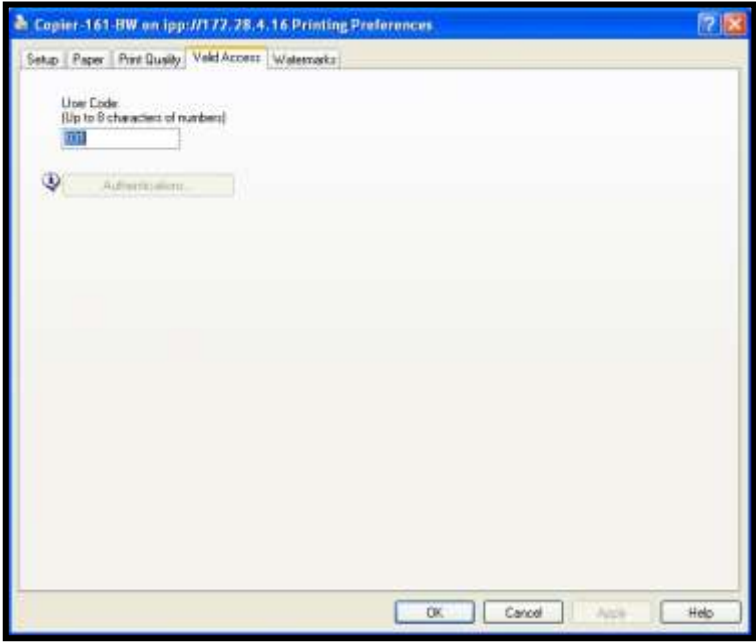
How toHow to (continued)

Step	Action	Result
		
10.	Print Quality tab – Select the options as appropriate.	<p>Options to be set:</p> <ul style="list-style-type: none">• Resolution• Scale Pattern• Graphic & True Type Mode. <p>It is recommended to leave these settings as defaulted.</p>

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Printing to a Copier, Continued

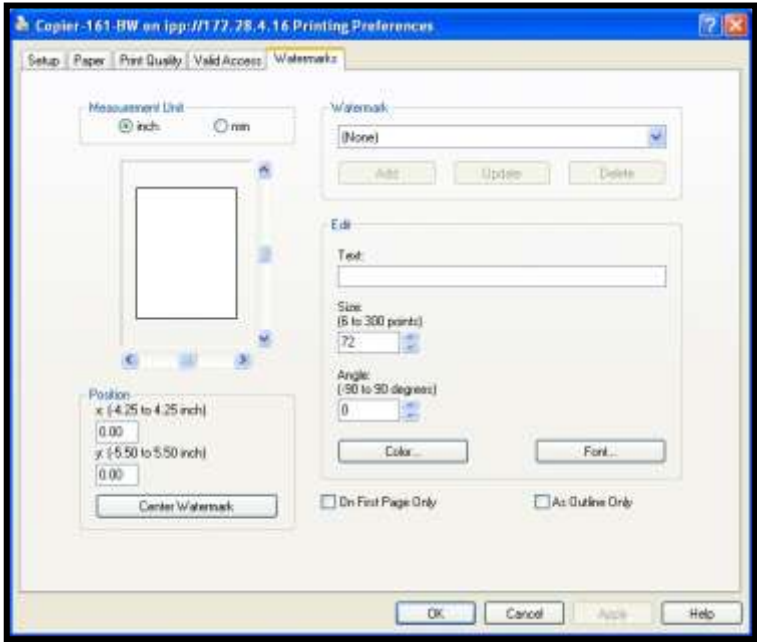
How toHow to (continued)

Step	Action	Result
		
11.	<p>Valid Access tab – enter you valid assigned access code.</p> <p>The Access Code assignments are physically listed at each copier.</p>	<p>This is the area in which you will place the appropriate billing code for the copier job.</p> <p>The Access Code should have already been entered per the instructions on page 7 and 8.</p>

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Printing to a Copier, Continued

How toHow to (continued)

Step	Action	Result
		
12.	Watermarks tab – This tab is optional.	It allows for the copier to automatically place a watermark on the document being copied.